

Commonwealth Communiqué

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Programs help assure a safe workplace for state employees

Personnel Commissioner Bob Ramsey

Recently, there has been much discussion regarding the number of occupational injuries occurring throughout state government, and the costs associated with those injuries. By the end of fiscal year 2003, there had been 3,332 work related claims filed with Personnel's Workers' Compensation Branch.

The Department of Personnel has been directed by Gov. Ernie Fletcher to work with agencies to review their safety programs to assure that state government employees are kept as safe as possible when they are at work.

I want to provide you with some resources that exist within the Department of Personnel that can assist agency personnel in controlling the number of injuries that occur and reduce the costs that are associated with the work related injuries.

State Safety Program

One Program available to agencies is the State Safety Program which is administered out of the Office of Employee Benefits.

The coordinator is available to assist agencies with developing safety programs which will decrease the likelihood of injuries occurring. Having an effective safety program is the beginning of making sure employees have a safe work environment and will assist with controlling claims costs.

Please contact Clark Rowland, coordinator, at 502-564-6846, to discuss the development and implementation of your safety program.

Return to Work Program

The second program available to agencies is the Return to Work Program coordinated through the Workers' Compensation Branch with the Office of Employee Benefits.

Through this program, employers develop temporary modified duty to allow employees to return to the workplace with alternative tasks as soon as cleared by their physician. Research indicates that those injured workers allowed to return to work as soon as possible actually heal faster and better than those who continue to remain off from work. Having a Return to Work Program is another tool that employers can use to decrease costs related to a workers' compensation claim and assist with overall productivity.

Please contact the Workers' Compensation Program and speak with Donna Shelton, at 502-564-6846, to begin developing an individual program for your agency.

By developing and implementing programs such as these, employers begin to assist in controlling their work related injuries and workers' compensation costs.

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Kentucky taxpayers encouraged to file electronic returns May result in receiving your refund in less time

Submitted by Jill Midkiff, Finance and Administration Cabinet

The Finance and Administration Cabinet's Department of Revenue strongly encourages Kentucky taxpayers to file electronically again this year. Benefits of using the e-file method can result in reduced tax preparation time, accuracy of returns, acknowledgement of the receipt of your return and faster refunds. Taxpayers using e-filing along with direct deposit may receive refunds in fewer than 14 business days.

"Revenue receives in excess of three million pieces of mail between January and May of each year and paper returns must be opened, sorted and manually entered," Secretary Robbie Rudolph said. "Electronic filing allows your information to go directly into the system, reducing error and delay and allowing your refund to be direct deposited to your financial institution."

If you do not file electronic returns, Revenue advises that you choose tax preparation software that prints a 2-D barcode in the upper right hand corner of the return. This barcode allows your tax information to be scanned directly into Revenue systems, alleviating the need for data entry and reducing error or delay. A list of tax software companies offering 2-D barcoding for Kentucky is available on Revenue's Web site at <http://www.revenue.ky.gov>. (Note: This link opens a new browser window and leaves this site.)

If you owe money, you may pay your 2003 Kentucky individual income tax on-line with your Visa or MasterCard through April 15. Credit card payments may be made over the Internet by accessing Revenue's Web site and clicking on the KY E-Tax logo or by choosing Electronic Services from the menu, then selecting Credit Card. If you do not have access to the Internet and wish to pay your taxes by credit card, contact the department at 502-564-4581.

All Kentucky income tax forms are available by accessing Revenue's Web site under the heading "Need forms?" or by calling 502-564-3658. Forms may also be obtained through the Fax on Demand system by calling 502-564-4459 and following the automated menu directions. The requested forms will be delivered to your fax machine in minutes. Forms are also available at most local post offices, financial institutions and libraries, and from any of the 10 Revenue field offices located throughout the state, which are listed at <http://www.revenue.ky.gov>. (Note: This link opens a new browser window and leaves this site.)

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Revenue Department now offering LiveHelp Online at Kentucky.gov Live online chats help agencies help citizens

Submitted by Lisa Cleveland, Kentucky.gov

Do you have a question about taxes? If so, the Kentucky Department of Revenue is offering a new service to assist you.

The Revenue Department is offering LiveHelp on sales, individual, and withholding tax questions through the agency's Web site at www.revenue.state.ky.us. LiveHelp is available on the site Monday through Friday from 8:30 a.m. until 4 p.m.

Kentuckians can initiate a LiveHelp chat session with Revenue Department employees during those hours. After hours, the LiveHelp link can be used to send a request or inquiry via e-mail.

"We want to be responsive to the citizens of the Commonwealth," said Finance and Administration Cabinet Secretary Robbie Rudolph. "This new service is one way for us to offer real-time, live assistance."

Other state agencies are also making plans to offer LiveHelp through their Web sites. LiveHelp is a free service offered to state government agencies through Kentucky.gov, the state's official Web site. LiveHelp uses pop-up windows to initiate a chat session and operators correspond in real time.

More information

For more information on LiveHelp, call Kentucky.gov at 502-875-3733, or visit the state's official Web site at www.kentucky.gov. (Note: This link opens a new browser window and leaves Communiqué.) Training is offered to agencies that wish to provide this service to their constituents.

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It's a great time to buy a house!

Submitted by Jane McCord, Kentucky Housing Corporation

You do not have to be a low-income or first-time home buyer to take advantage of Kentucky Housing Corporation's low-rates with increased purchase price and income guidelines.

The new purchase price is \$160,000 for existing and new construction homes. Kentucky Housing also offers down payment and closing costs assistance programs.

The increased income guidelines vary from county to county. For example, in Franklin County, the maximum income for a one- or two-person household is \$60,600; the maximum income for a three- or more-person household in Franklin County is \$69,690. In Spencer County, the maximum income for a one- or two-person household is \$76,080; the maximum income for a household of three or more in Spencer County is \$88,760.

Some potential home buyers often feel intimidated by what appears to be the complex home purchasing process and some may not be ready financially. The Kentucky Housing Corporation offers home-buying education and counseling that explains how to find the right house, explains the mortgage loan process, and helps resolve any credit issues.

More information

To learn more about Kentucky Housing Corporation's homeownership programs, visit the agency online at <http://www.kyhousing.org/homeownership/>. (Note: This link opens a new browser window and leaves this site.)

The agency's Web pages include information about all of the services mentioned above, along with a list of KHC-approved lenders throughout Kentucky, a complete list of income guidelines, and other pertinent information to help home buyers. Or, if you wish more information by phone, call Laura Sudduth at 1-800-633-8896 or 502-564-7630, extension 222.

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April is Fair Housing Month; public education workshops scheduled

Submitted by Victoria Dempsey, Kentucky Commission on Human Rights

A proclamation by Gov. Ernie Fletcher will declare April to be Fair Housing Month in Kentucky. The Kentucky Commission on Human Rights (KCHR) will join Gov. Fletcher as he signs the proclamation during a ceremony on March 31, at 11 a.m., in the Capitol Rotunda. The public is also invited to attend the signing.

April is also National Fair Housing Month, and this year marks the 36th anniversary of the Fair Housing Act and Kentucky's fair housing law.

KCHR is the state government agency that enforces the Kentucky Civil Rights Act and the fair housing laws that prohibit discrimination in the Commonwealth. The commission receives, initiates, investigates, conciliates, hears and rules on discrimination complaints filed with the agency by members of the public.

During April, KCHR, in conjunction with its fair housing partners, including the U.S. Department for Housing and Urban Development, will conduct the following training and education:

- April 3, time to be announced, fair housing workshop for the public in English and Spanish, Americana Community Center in Louisville.
- April 12, 1 to 4 p.m., fair housing education for real estate agents in Covington
- April 13, 1 to 4 p.m., fair housing education for social service providers in Lexington
- April 14, 1 to 4 p.m., fair housing education for real estate agents in Elizabethtown
- April 20, 11:30 a.m. to 1 p.m., a fair housing month celebration with Metropolitan Housing Organization and Fair Housing Coalition in Louisville
- April 21, 1 to 4 p.m., fair housing education for real estate agents in Louisville

More information

For details about the Fair Housing Month proclamation ceremony, or any of the educational sessions, please contact Cyndi Thornburg, Housing Supervisor, Kentucky Commission on Human Rights, at 502-595-4024 or 1-800-292-5566.

If you're interested in buying a home, the Kentucky Housing Corporation offers home-buying education and counseling that explains how to find the right house, explains the mortgage loan process, and helps resolve any credit issues. KHC also offers attractive loans to qualified buyers. See [housing.htm](#).

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Celebrate the earth this Earth Day – recycle year-round

Submitted by Kate Shanks, Environmental and Public Protection Cabinet

At the Environmental and Public Protection Cabinet (EPPC) we celebrate Earth Day everyday, but officially Earth Day is April 22. April is a perfect time of year to celebrate the earth, as spring weather, wildflowers in bloom and singing birds seem to call people to the outdoors. This year the EPPC has joined forces with other state agencies to help Kentuckians celebrate Earth Day.

Learn what you can do in the home, backyard and neighborhood to celebrate the earth this Earth Day when you go online to the cabinet's Earth Day Web site at www.environment.ky.gov/earthday. (Note: This link opens a new browser window and leaves Communiqué.) You can also click on the Web site's calendar and search for Earth Day festivals, events and hikes by county. Look to see what great opportunities for enjoying the outdoors and learning about your environment exist in your community.

Celebrate the earth at work

We spend a great deal of time in the workplace and you simply don't have to wait until you get home to celebrate the earth. The state office paper recycling program gives you an easy option for doing your share for the environment each and every day.

The large white barrels in your office are not garbage cans. They are a place to put white office paper for recycling. The Division of Waste Management in the EPPC provides this program as a service to state office buildings in the Frankfort area. Last year, 1,060 tons of state office paper and cardboard were collected and recycled. This is impressive considering there are only three staff members who make the 120-plus pick-ups per week. It is also remarkable considering that 1,060 tons of recycled paper saves on average 18,000 trees, 7,420,000 gallons of water and 3,180 cubic yards of landfill space.

Use your office recycling barrels and help double the amount of paper collected for 2004. The Division of Waste Management appreciates those office buildings that have established a centralized location for recycling pick up. The centralized locations allow the three staff members who pick up the paper to be more efficient and therefore reach all the facilities in a timely manner.

More information

If you want to start or expand your office paper recycling program, contact Todd McCoy at the Division of Waste Management at 502-564-6716 ext. 211. To learn what can and cannot be placed in the barrels, please visit the office paper recycling program's Web site at www.waste.ky.gov/programs/rcla/Paper+Recycling.htm. (Note: This link opens a new browser window and leaves Communiqué.)

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Becoming a Kentucky State Police trooper; recruits sought

Submitted by Les Williams, Kentucky State Police (KSP)

As a winter storm coated Frankfort in ice, a group of sixty-three men and women gathered in the lobby of the Kentucky State Police headquarters on January 25. They looked apprehensive, nervous and unsure.

Recruits' varied backgrounds

Included in the group was one woman, one African American and one Hispanic. Three were residents of Louisville, three were from London and three were from Elizabethtown. A pair each came from Richmond, Murray and Bowling Green. Two came from Indiana, two from Tennessee and one from Ohio. The rest came from a variety of smaller communities throughout Kentucky. Their average age was 27, and they represented many walks of life.

Twenty-four had military experience; 18 had law enforcement experience. Four were existing employees of KSP. They included Kenneth Hamilton, who was dispatcher at Post 9 in Pikeville, and Dean Patterson, who was a dispatcher at Post 1 in Mayfield. Two other dispatchers, Clyde Dingess of Post 11 in London and Michael Webb of Post 5 in Campbellsburg, had been deferred from a previous cadet class.

Together, the members of this group had one thing in common. They shared a desire to become Kentucky State Troopers. Together, they also faced a challenge that stands between them and the realization of their goal: 22 weeks of training at the Kentucky State Police Academy.

“The duties of a Kentucky State Police Trooper require courage, self-discipline, an innate ability to take charge when others are unable to do so and the physical stamina to work long hours under adverse conditions,” explained Lt. Col. Rodney Brewer, Acting Deputy KSP Commissioner and Director of Police Services. “Consequently, cadets must meet rigid requirements for mental, moral and physical fitness.”

Recruit requirements

The new cadets had already overcome many obstacles. First, they’d met the minimum standards for KSP applicants, which requires they be U. S. citizens, at least 21-years-old, have a valid driver’s license with no more than six demerit points, and have good health and moral character. They had also earned either a minimum of 60 college credit hours or an associate degree, or had obtained a high school diploma followed by at least two years of active military duty or two years of service as a full-time, sworn law enforcement officer. But that’s just the beginning.

The cadets had also passed a written examination, an oral board interview, a polygraph test, a background investigation and a medical and psychological review. Now they’re ready for the KSP Academy.

“The KSP Academy is the training ground where cadets must prove themselves daily and earn the right to wear the gray uniform and distinctive hat of the Kentucky State Police,” says Capt. Leslie Gannon, commander of the academy. “They must repeatedly demonstrate the mental, physical and emotional toughness needed to overcome adversity.”

Training

During their weeks at the academy, cadets must absorb more than 300 hours of classroom and field study, covering such

subjects as constitutional law, juvenile and traffic law, use of force, weapons training, defensive tactics, first aid, high speed vehicle pursuit, criminal investigation, survival Spanish, hostage negotiations, radio procedures, search and seizure, crash investigation, drug identification, traffic control, crowd control, armed robbery response, land navigation, electronic crimes, sex crimes, hate crimes, domestic violence, and bomb threats and hazardous materials. And that's just a partial list.

During their physical training, cadets are continually challenged to test their limits. It is estimated that they will run more than 170 miles, march more than 50 miles and perform some 3,600 push-ups during their training.

"This mental and physical training is designed to instill the knowledge, motivation and discipline needed for self-sufficiency," says Gannon. "A trooper in the field can often have patrol duties for several counties. Help can sometimes be an hour away. The training they receive here can often make a life-saving difference."

"We ask a lot of our cadets and troopers," Brewer observes. "Our mission to protect the citizens of Kentucky requires tremendous commitment. Being a trooper is not just a job, it's a way of life that stresses service, integrity and performance. And it begins right here at the Kentucky State Police Academy." The cadets are scheduled to graduate from the academy on June 26.

More information

For more information about how to become a Kentucky State Police Trooper, contact the KSP Recruitment Branch, 502-695-6320, or visit the KSP Web site at www.kentuckystatepolice.ky.gov. (Note: This link opens a new browser window and leaves Communiqué.)

(Note: Recruit training photos are on the full page.)

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Celebrate 100 years with "Kentucky State Fair 100: The Exhibition" Contribute your memories to display

Submitted by Misty Beeler, Kentucky State Fair Board

The Kentucky State Fair will make history this August 19-29, as this exciting event turns 100! To celebrate this occasion, Kentucky State Fair 100: The Exhibition will explore the State Fair's roots in agricultural fairs and world expositions, as well as the State Fair's turbulent beginnings.

Fairgoers will be captivated as they step back in time to relive some of the most significant and surprising Fair memories from the past 99 years. Visitors will be amazed at the strange-but-true exhibits, odd events, revolutionary rides, and hilarious anecdotes about past Kentucky State Fairs, but they will also be touched by the fond memories of 100 years of Fairgoers.

Do you have Kentucky State Fair memories to share, or souvenirs that you have collected over the years? Fairgoers are asked to help bring this exciting story to life by submitting photos, memories, collectibles and more!

Make plans now to attend the 100th Kentucky State Fair, August 19-29. For more information on this year's celebration, as well as how to loan or donate memorabilia items, visit <http://www.kystatefair.org/>. (Note: This link opens a new browser window and leaves Communiqué.)

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Kentucky Horse Park Opens for 2004 event season

Submitted by Amity Brannock, Kentucky Horse Park

The Kentucky Horse Park entered into its 26th event season on March 15. The park is now open seven days a week, 9 a.m. to 5 p.m., with a calendar jam-packed with more shows, special events and art exhibitions than ever.

This year the park will unveil two new attractions, the Kentucky Horse Park Arboretum and the American Morgan Horse exhibit. The Kentucky Horse Park Arboretum is a self-guided tour that will allow visitors to discover 50 different types of trees throughout the park. Markers identify the trees by both their common and scientific names.

American Morgan Horse exhibit

The park will open the American Morgan Horse exhibit in the Breeds Barn the weekend of May 1. The exhibit will feature displays exploring the history of the American Morgan Horse, and a pair of simulators that are similar to those used during the filming of the blockbuster movie "Seabiscuit."

Horse photography exhibits

The Kentucky Horse Park's International Museum of the Horse will feature the photography of John Hockensmith, April 21-September 7, in "The Equine Form-Figurative and Abstract." The exhibition will include photos of a variety of breeds of horses that feature the nuances of their personalities. The museum will also present "Racing Champions, Mustangs and A Cowboy's Life: The Art of Christine Picavet," June 11-September 12. The exhibition will include portraits of horses in racing, wildlife and Western scenes.

Special weekends; major events

Kentucky Horse Park special weekends return with Breeds Showcases held throughout the summer, featuring different breeds or activity-related groups each time, and Kids Weekend, the weekend of August 7-8. These popular weekends will offer special themed activities for visitors, and a closer look at specific breeds of horses.

Some of the major events for the 2004 season include the Kentucky Horse Park Dressage Symposium featuring Dressage masters Conrad Schumacher, Kathy Connelly and Juan Matute and the Rolex Kentucky Three-Day Event in April, the High Hope Steeplechase returns in May, and the 16th Annual International Rocky Mountain Horse Show in September.

More information

To receive the Kentucky Horse Park 2004 Calendar of Events, or for more information on specific shows or events, contact the park at 859-233-4303 or 1-800-678-8813. You may also send an e-mail to info@kyhorsepark.com, or visit the park's Web site at <http://www.kyhorsepark.com/>. (Note: This link will open a new browser window and leave Communiqué.)

Admission to the Kentucky Horse Park is \$14 for adults and \$7 for children ages 7-12, from March 15-October 31, and includes the American Saddlebred Museum.

The Kentucky Horse Park is a working horse farm and an educational theme park dedicated to man's relationship with the

horse. An agency of the Commerce Cabinet for the Commonwealth of Kentucky, the park hosts nearly 850,000 visitors and 80 special events and horse shows each year. It is located off exit 120 of Interstate 75, just North of Lexington. The place to get close to the horses, the park is open daily March 15 to October 31, and Wednesday through Sunday, November 1 to March 14.

(Note: A photo is on the full page.)

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Seeking nominees for 2004 Anderson Laureate Medal

The Governor's Equal Employment Opportunity (EEO) Conference and the Kentucky Department of Personnel are jointly seeking nominations for the prestigious Anderson Laureate Medal for 2004. Candidates must have achievements that benefit people in the protected classes of race, color, religion, sex, national origin, sexual orientation or gender identity, ancestry, age, disability or veteran status.

The medal is presented annually to a Kentuckian who has fostered opportunity and equality in some aspect of Kentucky Life.

The medal is named for the late State Representative Charles W. Anderson, Jr., who was elected to his first term in 1936. Representative Anderson was the first black legislator to serve in the Kentucky General Assembly, as well as in the South, since the era of Reconstruction. He died in an automobile accident in 1960.

In calling for nominations, the Anderson Laureate Selection Committee noted that any person may nominate an individual for the Anderson Medal.

More information

For more information on the Anderson Award, or to obtain a nomination form, call Margaret A. Daniel at the State EEO Office, 502- 564-4460, or go online to <http://personnel.ky.gov/laureat1.htm>. (Note: This link opens a new browser and leaves Communiqué.)

The 2004 Anderson Laureate Awards will be presented at the 18th annual Governor's EEO Conference, which will be held Oct. 19-21 at the Hurstbourne Holiday Inn in Louisville. For more information on the conference, contact Margaret Daniel at the State EEO Office, 502-564-4460.

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National Work Zone Awareness Week is April 4-10

Submitted by Selena Curry, Kentucky Transportation Cabinet

Work zone safety is a growing roadway safety concern in Kentucky and the United States. In 2003, there were nine work zone fatalities in Kentucky. The latest statistics from the Federal Highway Administration say there were 1,181 work zone fatalities in the U.S. in 2002.

In an effort to help reduce the number of work zone accidents and fatalities, motorists can follow these 10 Tips for Driving Safely in Work Zones:

1. **EXPECT THE UNEXPECTED!** (Normal speed limits may be reduced, traffic lanes may be changed, and people may be working on or near the road.)
2. **SLOW DOWN!** (Speeding is one of the major causes of work zone crashes.)
3. **DON'T TAILGATE! KEEP A SAFE DISTANCE BETWEEN YOU AND THE CAR AHEAD OF YOU.** (The most common crash in a highway work zone is the rear end collision, so leave two car lengths between you and the car in front of you. So, don't tailgate.)
4. **KEEP A SAFE DISTANCE BETWEEN YOUR VEHICLE AND THE CONSTRUCTION WORKERS AND THEIR EQUIPMENT.**
5. **PAY ATTENTION TO THE SIGNS!** (The warning signs are there to help you and other drivers move safely through the work zone. Observe the posted signs until you see the one that says you've left the work zone.)
6. **OBEY ROAD CREW FLAGGERS!** (The flagger knows what is best for moving traffic safely in the work zone. A flagger has the same authority as a regulatory sign, so you can be cited for disobeying his or her directions.)
7. **STAY ALERT AND MINIMIZE DISTRACTIONS!** (Dedicate your full attention to the roadway and avoid changing radio stations or using cell phones while driving in a work zone.)
8. **KEEP UP WITH THE TRAFFIC FLOW.** (Motorists can help maintain traffic flow and posted speeds by merging as soon as possible. Don't drive right up to the lane closure and then try to barge in.)
9. **SCHEDULE ENOUGH TIME TO DRIVE SAFELY. FOR KENTUCKY TRAFFIC AND**

TRAVEL INFORMATION, CALL 5-1-1 OR GO TO <http://www.511.ky.gov/>. (Note: This link opens a new browser window and leaves Communiqué.)

10. BE PATIENT AND STAY CALM. (Work zones aren't there to personally inconvenience you. Remember, the work zone crew members are working to improve the road and make your future drive better.)

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Two KSP troopers receive Commissioner's Commendations

Submitted by Les Williams, Kentucky State Police (KSP)

Two KSP troopers have received Commissioner's Commendations for outstanding achievement in keeping with the highest traditions of the Kentucky State Police.

While investigating a suspected methamphetamine lab operation in Hart County in September 2003, Trooper Jonathan McChesney, and Trooper Scott Skaggs, of Post 3 in Bowling Green, received a tip from a local storeowner through the Munfordville Police Department. Initially, the owner of the residence where the meth lab was thought to be denied consent for the troopers to search the property. But using established interview techniques and keen observational skills, the troopers obtained probable cause for a search warrant.

The subsequent search resulted in the seizure of two "cold cook" methamphetamine labs with anhydrous ammonia, ephedrine tablets and several grams of finished methamphetamine product packaged for sale. Several pounds of processed marijuana packaged for sale were also seized, and three individuals were arrested.

The officers' professionalism and commendable investigative skills were instrumental in the successful conclusion of this case. Their performance exemplifies those standards held in highest regard by the Kentucky State Police.

(Note: Photos are on the "full page.")

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Professional honors for employees in Technology and Transportation

Ross MacKay, a member of the Geographic Information staff in Finance and Administration, Office for Technology, has been honored by the Kentucky Association of Professional Surveyors.

KAPS's president, Don Pedigo, presented the President's Special Recognition Award to MacKay "... as a token of our appreciation of your many hours of hard work on the Lewis and Clark Corps of Discovery project, and for your continued efforts in surveying." Pedigo went on to describe MacKay as an asset to KAPS and the surveying profession, and also expressed the group's appreciation for his "effort and energy."

MacKay also serves as a federal liaison for the National Geodetic Survey at NOAA, the National Oceanic and Atmospheric Administration. His work with NOAA not only supports the goals of KAPS, but also helps the state's Office for Technology as it works to increase the adoption of information technology in both the public and private sectors.

Transportation's Mac Yowell

State Highway Engineer Mac Yowell, of the Kentucky Transportation Cabinet, was recently inducted into the University of Kentucky Engineering Hall of Distinction.

The Hall of Distinction was established in 1991 to recognize the alumni whose careers have brought honor to the University and its College of Engineering. Only 59 alumni have been named to the Hall since its inception.

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Certificates of Excellence awarded to 5 KSP employees

Submitted by Les Williams, Kentucky State Police

Five civilian employees of the Kentucky State Police have received Certificates of Excellence for outstanding achievement in keeping with the highest traditions of the agency.

Dispatcher Kyle Nall, of Post 1 in Mayfield, was recognized for actions that led to the arrest of a triple murder suspect from Wisconsin.

On Feb. 17, Nall received a call from the Vienna, Illinois dispatch center reporting that the suspect had used one victim's credit cards in Vienna at approximately 1:10 a.m. Anticipating that the suspect was travelling east on I-24, Nall utilized time/distance analysis and immediately began to notify all police departments along I-24 in Kentucky and Tennessee. He also notified the post on-call supervisor, who directed KSP units to intercept the suspect. The suspect was arrested on I-24 in Christian County after briefly failing to yield to emergency equipment.

Deborah Calvert, Shirley Elliott, James Miniard and Ruth Thompson, all of the Financial/Grants Management Branch, were recognized for their contributions to the creation of a new computerized system for the monitoring of grants awarded to KSP. The system allows command staff and project directors immediate access to the most current financial information available regarding grants.

"This system will ultimately save money and aid project directors in planning by providing a significant improvement in accessing critical information in a timely manner," said Capt. Jimmy Richerson, commander of the Financial/Grants Management Branch.

"The actions of these employees reflect favorably on themselves and KSP," says KSP Commissioner Miller. "Their exceptional work in improving and delivering professional service exemplifies their dedication to the agency's mission."

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Technology employee glad to return to work from military leave

By Anthony Kernan, Finance and Administration Cabinet, Office for Technology, Wan Team

(Editor's note: Anthony Kernan, of the Office for Technology, recently returned to work after a year on military leave, and wrote the following comments on his experiences.)

I am a turboprop mechanic for C-130 cargo planes. I am currently assigned to the 123 Airlift Wing in Louisville. In late March of 2003, I got on a big C-5 cargo plane early in the morning with 50 other personnel from the 123 Maintenance Sq. We arrived in the Middle East (can't be more specific than that!) 26 hours later.

I spent the first week in a big California tent with 25 other men. It's called a California tent because that's the manufacturer. Seems like a big sand storm had come through just before we got there and shredded some of the tents. The first week I was there was spent cleaning up the mess and building tents. After a week of this we finally get to move into a different tent. I shared the tent with seven other guys from my unit, a big improvement over the California tent.

The weather there was hot and humid. A common misconception is that it's dry over there, it's a desert. Yeah, it's a desert, but it's also surrounded by major bodies of water. The temperatures during the day frequently reach 125 - 130 degrees. You really noticed the humidity in the evenings when it cooled down to below 100 degrees. The heat index would be around 110 degrees with an actual temperature of 90 degrees.

All of the water we drank there was bottled. You even brushed your teeth with bottled water. I would usually drink about two or three gallons of water a day. You would sweat a lot and not know it during the day. It was very important to stay hydrated. There was a lot of Kool-Aid and Gatorade mix sent from home to mix with the water.

I finally got a break and went to Germany for a month, after being in the desert for over four months. It was a welcome break going there. After returning from overseas, I spent the remainder of my time in Louisville. We had a lot of airplane maintenance to catch up on. In just a few months in the desert we had logged so many hours on the planes that it would be equal to two years of regular missions here at home. A lot of scheduled maintenance was waived or postponed because of the missions.

The real break came when I finally got home to my family and was deactivated after 12 months. This meant I could maybe get back to my normal life that I had before, spending time with my family and friends.

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Driver testing administrator has stories to tell

(Editor's note: Rick Bottom, a driver testing administrator serving several Kentucky counties, was featured in the Jan. 19 edition of the Danville newspaper, "The Advocate-Messenger." Les Williams, of the Kentucky State Police, obtained permission to reprint the following condensed version of the article, which was written by Emily Toadvine.)

Sixteen-year old Hope Graves missed her biology class at Danville High School to do something important for her own life. Hope drove a white Ford Contour into the parking lot of Lexington Avenue Baptist Church. She had an appointment to meet Rick Bottom, a state driver's licensing officer.

"I will not try to trick you. I will not ask you to do anything illegal," said Bottom, who has been giving the test since 1981.

After asking Hope to come to a smooth stop, back up in a straight line and do a turnabout, he advanced to what most people consider the most challenging part of the test. "This is what you've been dreading for years," he said. "Yes," Hope answered as she prepared to parallel park.

After completing this part of the test, Hope returned to the church lot and waited to hear the verdict. "You passed," Bottom informed her.

After Hope's test, Bottom still had a few more driving tests to give. He serves Boyle County on Mondays and Wednesdays and travels to Lincoln, Woodford and Jessamine counties on other days.

Success and failure

On the day Hope earned her license, Bottom passed three people, failed two and gave one an incomplete. Incompletes are given if the driver does not have a permit or insurance, or if there is something wrong with the vehicle, such as no muffler or mirror. After failing, a driver has to wait seven days to try again.

Although Hope was calm at the news of passing the test, Bottom said some people can't contain their excitement. "I have some who get out and do cartwheels," he says.

On the flip side, those who fail don't usually say much. Because he knows some take it pretty hard, Bottom carries tissues.

Bottom says most failures are because the driver reads the manual to obtain the permit and never picks it up again. "They're forgetting how to do their turnabout or, when backing, don't look over their shoulder."

Despite the tendency to not review the manual, Bottom thinks the graduated licensing program, which requires permit holders to wait six months before trying for a license, has been a good change.

“They can handle the car better,” he says. “Graduated licensing is probably the best thing the state has done. And they need a 21-year-old driver. Before, it could be a 17-year-old friend teaching them.”

Job hazards and stresses

As someone who is within a year and a half of retirement, Bottom has a few stories to tell. He used to test in Washington County and was eating breakfast in Springfield one morning when a police officer put a report in front of him and asked if the names were familiar. Bottom did not recognize the names, but he said the officer explained, “You have two of your drivers practicing for the test and they hit each other.”

Bottom has been in some wrecks that occurred during the test, but he says he manages to avoid that situation most of the time. “I avoid accidents by hollering or grabbing the wheel or pulling the emergency brake,” he said. Even when he is riding with his wife, Bottom said he can’t turn off the defensive mode. “Any time she pulls out, it’s just a normal reaction for me to look and see if it’s OK.”

Although he has made a long career out of giving the test, Bottom almost quit after the first year. Someone who had recently earned a license died in a wreck — a situation that Bottom has seen with a lot of young drivers. He told the state police trooper he wanted to quit, but the trooper told him, “You can’t be a guardian angel,” and asked Bottom if the driver had passed the test.

Bottom said yes, and he still recalls what the trooper then told him and what it has meant to him. “He said, ‘The first time you give a license and they didn’t really pass the test, come back and see me,’ That’s how I keep my sanity. They pass the test based on the state police standards.”

Bottom knows that because everyone doesn’t pass, his reputation as a nice guy may be a little tarnished, but that doesn’t bother him. He disagrees with the statement when teenagers tell him that he passed or failed them. “That’s not true. I do not pass or fail anyone. They do it themselves,” he said.

Mainly, he hopes that people realize that he’s not trying to trick them. “I hope they think I’m fair. Tough or not tough doesn’t make any difference to me.”

Bottom can’t think of anything he doesn’t like about his job, but he can think of plenty of reasons he likes it, mostly the chance to positively influence teenagers. “Hopefully, I’m starting them in the direction of having a good driving future.”

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Employee Performance Evaluation update: Annual leave Awards credited April 30

Submitted by Johnny Keene, Department of Personnel, Performance Management Branch

All eligible employees who received a 2003 annual evaluation that resulted in one of the two highest possible overall ratings (Outstanding or Highly Effective) will have the leave earned credited to their leave balance and reflected on their April 30 paycheck.

Employee annual leave, as it relates to performance evaluation, shall be awarded as a performance incentive at the following rates:

1. Two workdays, not to exceed 16 hours, for an “Outstanding” rating
2. One workday, not to exceed eight hours, for a “Highly Effective” rating

Please check your leave balance to ensure that any leave you have earned as a result of performance evaluation is properly credited in the leave balance portion of your April 30 paycheck.

To complete a survey on the employee evaluation system in order to help assess how the system is working and identify improvements, please visit the following Web site: <http://kygovnet.state.ky.us/personnel/empeval.htm>. (Note: This link opens a new browser window and leaves Communiqué.)

If you have questions, please contact your agency employee evaluation liaison in your agency’s central personnel office or you may contact the Performance Management Branch in the Department of Personnel at 502-573-0325.

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Mark Sipek, new director of Personnel Board, says no changes planned

By Margaret Davis Harney, Department of Personnel

Mark Sipek is the new executive director of the Kentucky Personnel Board, succeeding Hanson Williams, who retired effective March 1. Williams had been the board's executive director since 1992.

Although Sipek is new to his current position, he is very familiar with the workings of the Personnel Board and state government. He had served as the board's general counsel for the past three-and-a-half years, and prior to that, he was a staff attorney in the Department of Corrections for 10 years.

He earned both his undergraduate degree and his law degree at Ohio State University. A resident of Louisville, he has two children, a 9-year-old son and a 12-year-old daughter.

Sipek has assumed leadership of an agency that has a direct impact on all state government employees.

Mission of the Personnel Board

The Kentucky Personnel Board defines its mission as follows: "The Kentucky Personnel Board promotes merit principles in government service and the improvement of personnel standards in the state service. The Kentucky Personnel Board hears the appeals of classified employees and other employees that have been improperly penalized. The Kentucky Personnel Board has the authority to conduct investigations of merit system violations and to promulgate administrative regulations concerning the state personnel system."

The board is an independent agency; it is not part of any cabinet or the Department of Personnel. Five of the seven board members are appointed by the governor, but the other two are elected by state government employees. To further assure that the board remains impartial, its hearing officers are not state employees. They are attorneys from throughout the state who work on contract. In addition to the contract attorneys, the board's executive director and general counsel serve as hearing officers as needed.

Appeals heard most often by the board involve disciplinary actions, including suspensions and dismissals, but Sipek says the board is beginning to receive "more and more" appeals involving promotions. "When the person who didn't receive the promotion appeals, those are always difficult cases," he said.

Sipek says the Personnel Board will continue to operate under his direction much as it did under Williams. "While Hanson was here, our agency developed a lot of respect on both sides (employees and supervisors) and we want to continue that," he said.

Mediation encouraged

Sipek said that the board will continue to encourage individuals in as many cases as possible to agree to mediation, a Department of Personnel program. "There has been a lot of success with that (mediation)," he said. "Unless it's a dismissal case, the parties still have to live together."

He feels mediation does not result in the animosity between parties that a hearing is likely to create. Unlike in the case of a hearing, there is not a winning or losing party in mediation. During mediation, the parties agree to listen to each other's views respectfully and come to a mutual agreement. When a case goes to appeal, the parties may become adversaries, each attempting to sway the hearing officer's decision in his or her favor.

For more information on the Kentucky Employee Mediation Program (KEMP), go to <http://personnel.ky.gov/kemp.htm>. (Note: This link opens a new browser window and leaves Communiqué.)

It's your right...

"It's your right to appeal to the Personnel Board," Sipek reminds employees who feel they have been wronged. "We try to work with both sides."

More information

For more information, or to file an appeal, contact:

Kentucky Personnel Board 28 Fountain Place Frankfort, KY 40601 502-564-7830 Fax: 502-564-1693

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KRS schedules Pre-Retirement Education Program

Submitted by Aimee Rives, Kentucky Retirement Systems (KRS)

Retirement is a goal most state government employees look forward to with anticipation. For many, retirement provides the opportunity and means to pursue personal interests or to spend more time with family and friends. For some, it even means a chance to start a new career. Regardless of the plans you have after retirement, one thing is certain - you will be required to answer many personal, financial, and legal questions before you get there.

What level of retirement income is needed to meet your standard of living? What sources of retirement income can you rely upon? Should you retire from the state as soon as you're eligible? How much would your state retirement benefits increase if you retire the next year or the year after? Is it better for you to select the maximum benefit or a payment option that protects a beneficiary? Will you work after retirement, and will doing so jeopardize your benefit from KRS? Do you want to work after retirement? What level of insurance coverage will meet your needs?

These are just a few of the questions Kentucky Retirement Systems' members ponder at retirement, and it's not hard to see why retirement planning can become overwhelming for many members. For this reason, Kentucky Retirement Systems offers a comprehensive Pre-Retirement Education Program (PREP) to help ease your adjustment into retirement. This program features professional speakers to address many of the financial and legal considerations you will be facing, including:

- **Your KRS Benefits** Presented by KRS staff, this session provides an overview of retirement benefits provided to you as a member of Kentucky Retirement Systems. Major issues discussed include retiree health insurance benefits, understanding retirement payment options, the retirement application process and purchasing creditable service.
- **Estate Planning** Guest speakers will be on hand to discuss the importance of having an up-to-date will, estate taxes, and the selection of an attorney and an executor.
- **Social Security and Medicare** A general overview of Social Security and Medicare benefits presented by the Social Security Administration (SSA).
- **Transition to Retirement** The elements of a successful transition to retirement will also be discussed, such as preparing for your changing role, developing new networks, the effects of retirement on your personal relationships and planning fulfilling involvements and activities.

As a member of KRS, you are encouraged to attend a Pre-Retirement Education Program (PREP), particularly if you are within five years of retirement. For your convenience, the PREP program will be offered at various dates and locations throughout the state in 2004, as listed below.

2004 Pre-Retirement Program schedule

June 3 General Butler State Park

June 25 Lake Cumberland State Park

July 15-16 Frankfort – Holiday Inn

August 6 Rough River Dam State Park

August 27 Owensboro – Executive Inn

September 10 Jenny Wiley State Park

October 29 Lake Barkley State Park

For more information on the Pre-Retirement Education Program (PREP) or to learn more about your KRS benefits, please go to the KRS Web site at www.kyret.com (Note: This link opens a new browser window and leaves Communiqué.) or phone the retirement office at 1-800-928-4646, extension 4522, or 564-4646 in Frankfort.

Editor's Note: Employees not near retirement may be required to take personal leave to attend a seminar.

Personnel Memo 04-05, dated March 11, states "Employees with 20 years or more service as of December 31, 2004 (not including purchased air time) who want details of the retirement benefits available to them may attend one of the seminars without being charged annual or compensatory leave. In addition, employees who will meet the criteria for retirement within the next year should be allowed this same opportunity.

"Interested employees not covered by the policy in the above paragraph may use either annual or compensatory leave to attend with prior approval of their supervisors."

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Parks makes improvements to state cafeterias

Submitted by Jim Carroll, Commerce Cabinet

Employees in Frankfort are noticing improvements at state cafeterias.

The Department of Parks has assumed management of the cafeteria in the Human Resources Complex. Accompanying the change in management is an enhanced menu, improved traffic flow, a fresh décor, and better lighting, says Parks Commissioner George Ward.

"We want employees and visitors alike to experience the quality of service that our state parks are known for," Commissioner Ward said.

Meanwhile, changes also are in store at the Capitol Annex Cafeteria. Among the most significant is the introduction of an outstanding new line of products - Starbucks coffees and teas.

"We are confident that these premium products will be popular," Commissioner Ward said. "We're especially pleased to offer a 10-cup container of coffee for \$12. This will be ideal for meetings or for use in offices in the Capitol and Capitol Annex."

Also on tap are improvements to the cafeteria's décor and refinements in the menu.

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KEAP Informed: Coping with change

Submitted by Barbara Henderson, Kentucky Employee Assistance Program, KEAP

Change is a fact of life. It becomes a problem when we can't relax and recover from it. You can't always control change, but you can control your response to it. Change affects all of us, but it affects us in different ways, depending on where we are in the life cycle.

As we move through the stages from early adulthood to mid-life, maturity and retirement, we find that our response to events that occur depends not only on the stage we are in, but also on our priorities and values. Consider your professional and personal life and ask yourself what matters most to you. What do you value most? Answering these questions will help you make the choices that are right for you.

To assist you in that process, consider the following 10 questions which may help you to clarify and to make the right choices for you. These questions are from "The Right Questions: Ten Essential Questions to Guide You to an Extraordinary Life," written by career and life coach Debbie Ford.

1. Will this choice propel me toward an inspiring future or will it keep me stuck in the past?
2. Will this choice bring me long-term fulfillment or will it bring me short-term gratification?
3. Am I standing in my power or am I trying to please another?
4. Am I looking for what's right or am I looking for what's wrong?
5. Will this choice add to my life force or will it rob me of my energy?
6. Will I use this situation as a catalyst to grow and evolve or will I use it to beat myself up?
7. Does this choice empower me or does it disempower me?
8. Is this an act of self-love or is it an act of self-sabotage?
9. Is this an act of faith or is it an act of fear?
10. Am I choosing from my divinity or am I choosing from my humanity?

The quality of your life is the result of the decisions that you've made so far. The choices you make affect your mood as well as affecting those around you at work and in your personal life. Your choices totally impact your future, so asking

yourself these questions can make a significant difference in your life.

More information

If you need help in dealing with personal or work problems, call the Kentucky Employee Assistance Program, KEAP, at 564-5788 or toll free at 800-445-5327. KEAP is an employee benefit you can use as a resource to reach your goals. We are here to help!

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Ethics Commission: Summary of significant 2003 advisory opinions

Submitted by Jill LeMaster, Executive Branch Ethics Commission

The Executive Branch Ethics Commission issued 49 advisory opinions in 2003. The following summary includes only the most significant advisory opinions that are applicable to state employees.

They are summarized as follows:

- Advisory Opinion 03-3 An employee who performs a service that is outsourced to a vendor or “privatized” is not prohibited from immediately accepting employment with the vendor procured to provide the service, as long as the employee had no involvement in the decision to privatize or in developing the provisions of the Request for Proposal or contract awarded.
- Advisory Opinion 03-4 A former state employee who was not an officer as defined in KRS 11A.010(7) may accept employment with any private organization, even one that does business with the agency for which the employee formerly worked. The former employee is not prohibited from representing a new employer before his former state agency provided the representation pertains to matters with which the former employee had no involvement during the last three years of his state tenure.
- Advisory Opinion 03-7 The Governor, as well as other state officials, should not attempt to influence employment decisions in return for favors when the official has no personal knowledge of the capabilities or qualifications of the individual for whom he is trying to influence a decision. State officials also should abstain from making state government employment recommendations regarding family members or individuals with whom an official has a close, intimate relationship.
- Advisory Opinion 03-8 Neither the Office of Constituent Services, nor any other function of the Office of the Governor, should send employment recommendations and/or applications to other state agencies based solely on caller’s requests. Additionally the requests of “political contacts” should be handled no differently from any other person that calls for service, regardless of political persuasion.
- Advisory Opinion 03-9 Vehicle enforcement officers should not void issued uniform citations when requested by another officer. Additionally, vehicle enforcement officers should not request other officers to void any uniform citations. Management within the Division of Vehicle Enforcement should implement policies that include a periodic accounting of all uniform citation numbers and follow-up on any citations that have been voided.

- Advisory Opinion 03-11 An employee of the Department of Insurance may accept payment for travel expenses from an international association of insurance fraud agencies because it appears that the organization has as its primary purpose the representation of the interests of state and federal regulators, rather than those of insurance companies.
- Advisory Opinion 03-12 An interpreter relations coordinator for the Kentucky Commission on Deaf and Hard of Hearing may work as a freelance interpreter immediately upon resignation provided the employee does not use his current position to give himself an advantage in his post-employment activities. A former employee is not prohibited from using general knowledge gained in the interpretation coordination area in any private endeavor, but should not use any specific knowledge that is not available the general public, such as a list of names of interpreters, unless such a list can be obtained elsewhere.
- Advisory Opinion 03-13 Regulatory boards may hire inspectors who are employed in the profession they regulate, provided the Executive Director (or Administrator) of the board inspects the businesses owned by or employing the inspectors, and provided the inspectors do not work privately in a county of any business they inspect.
- Advisory Opinion 03-14 A board member's service creates a potential conflict with his private employment in light of the fact that the board member works privately for an agency the receives grant funds from the board. However, the board member is not subject to the jurisdiction of the Executive Branch Code of Ethics.
- Advisory Opinion 03-15 The practice of the Racing Commission giving "pins" to individuals that allow free admission to race tracks, including the Derby, creates a conflict of interest for the Racing Commission in the conduct of its duties. Because of this practice, racetracks may feel pressure to allow such a gratuity and the Racing Commission would be aware of any tracks that declined to allow such free admission. Additionally, employees of the Racing Commission are prohibited from accepting any gift or gratuity with a value of over \$25, including track admission, from a racetrack regulated by the Racing Commission.
- Advisory Opinion 03-16 An employee traveling on state business who is "bumped" from an air flight may accept a ticket for future use from the airline. The ticket is not considered a gift because the employee is being compensated for his inconvenience.
- Advisory Opinion 03-18 Individuals employed by the Department of Education through Memorandums of Agreement are, in substance, public servants subject to the code of ethics. Such employees may not accept compensation for educational services provided on their own time if it is a part of their official duties to provide such services, but may accept compensation for services provided on their own time if management has determined that it is not part of the employee's official duty to provide the service.

- Advisory Opinion 03-20 State agencies may use state funds and equipment for lobbying purposes if such lobbying is supportive of carrying out the statutory mission of the agency.
- Advisory Opinion 03-21 The Kentucky Commission on Women may post views related to its statutory mission on its listserv and may also take stands on legislation related to its statutory mission, but only so far as such communication does not give an appearance to the public of partisan, political activity not directly related to its mission.
- Advisory Opinion 03-23 A correctional institution should not contract with the child of the warden of the institution to provide dental services to the institution, because compliance for the warden with the ethics requirements would be impractical and the appearance of impropriety unavoidable.
- Advisory Opinion 03-27 Employees of the Revenue Cabinet may solicit donations from regulated entities for the benefit of KECC. However, the Revenue Cabinet should not publicly acknowledge a corporate donor to the KECC effort. A private book vendor may be allowed on state property to conduct a book sale to benefit KECC, but only if all profits are given to KECC, and not just a percentage.
- Advisory Opinion 03-31 An employee of the Kentucky Heritage Council may serve as member of the Board of Trustees for a private school provided the employee has no involvement with the school as part of his official position.
- Advisory Opinion 03-40 A violation of KRS Chapter 11A would exist for an employee if a law firm owned in part by the employee's spouse contracted with the employee's agency.
- Advisory Opinion 03-45 The post-employment provisions in KRS Chapter 11A do not apply if an employee transfers to another executive branch agency.
- Advisory Opinion 03-47 An employee may accept a trip won at a nutrition conference if the conference, and the door prize, was open to the public, and the drawing was truly random.
- Advisory Opinion 03-49 Individuals who volunteer their services to state government are not subject to the Executive Branch Code of Ethics, however potential conflicts may exist and agency policies should be established to eliminate potential conflicts for volunteers.
- Advisory Opinion 03-50 Employees should not be required to provide confidential information to non-employees who may have private conflicts with an agency if the confidential information could lead to the furtherance of the non-employee's economic interests.

More information

To help educate the employees of your agency on provisions contained in the code of ethics, the staff of the Executive Branch Ethics Commission will provide a class for your agency, up to three hours, at no charge. These classes can be tailored to your specific agency and include many “hands-on” activities. To schedule a class, contact Jo Ledford at 502-564-7954.

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Plan ahead for weather emergencies; other disasters

Submitted by Clark Rowland, State Safety Coordinator

We usually have emergency planning in the workplace, but have you considered some planning at home? Disasters of any type can happen at any time, but the coming spring and summer months especially are associated with severe storms, flash floods and tornadoes.

The National Weather Service, the Federal Emergency Management Agency, and the American Red Cross all urge every family to develop a disaster plan. Following a disaster, it can often be a couple of days before outside resources are available. In the meantime, you and your family may be left “on your own,” so you must be prepared.

Do you know where all family members will be if a disaster strikes? Does each family member know what to do if a disaster strikes while he or she is at home, work, school, or traveling in a car? Can you find each other? How will each family member know others in the family are safe? What if a disaster means your neighborhood has to be evacuated? What would you do if your basic utilities were interrupted?

Now is the time to develop a plan. First consider the potential hazards or risks. What types of disasters are possible? What are your community's warning, emergency, and evacuation procedures? If you must evacuate your home or neighborhood, where will your family members meet? Decide on a trusted neighbor's home for shelter, especially if you must take shelter from a possible tornado and you don't have a basement, but your neighbor does. Also select a place to go to out of the neighborhood if your neighborhood is evacuated.

Pick an out-of-town friend as the check-in contact for each family member in case your family is separated by a disaster. Post family emergency phone numbers near the telephone.

How about smoke detectors? Have you changed the batteries, lately? Do you have a carbon monoxide detector? Do you know how to turn off the gas, electricity and water lines to your home? Do you have a fire extinguisher? If so, do you know how to use it? Teach children how to dial 911 or other local emergency number.

Assemble a disaster supply kit, which should include a three-day supply of non-perishable food, daily medications for each family member, a first aid kit, a change of clothing, maybe, a blanket for each person, a gallon of water per person, a flashlight with extra batteries, a portable radio and batteries, an extra set of car keys, some cash, and special items for infants or elderly family members. Simple entertainment items, such as puzzles or board games, and non-perishable snacks and “comfort food” would also be nice to include.

Now is the time to consider your needs and make some plans. Several agencies have materials and resources available to assist with planning, and they're usually free.

More information

The federal Homeland Security agency and the American Red Cross provide online help with forming a disaster plan. Their Web sites are at [Ready.gov](#) and [Redcross.org](#), respectively. (Note: These links open a new browser window and leave Communiqué.)

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Personnel professionals' group schedules workshop

Submitted by Missy McCray, Transportation; IPMA-Kentucky Chapter

The International Personnel Management Association, IPMA-Kentucky Chapter, will conduct a one-day workshop for professionals in the field of personnel. The workshop will be held on May 13, beginning at 7:45 a.m. for registration, at the Frankfort Plaza Hotel.

Guest speakers include Commissioner Bob Ramsey, Department of Personnel; Dr. Lyle Sussman, Professor, University of Louisville; and Philip Fredrich. Gov. Ernie Fletcher has been invited for opening remarks. The cost will be \$15 for members and \$20 for non-members.

Please contact your agency's Personnel Administrator for registration information.

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Celebrate National Library Week, April 18-24: Ask a Librarian

Submitted by Nancy Houseal, Kentucky Department of Libraries and Archives

As a state employee do you ever need up-to-date statistics, journal articles, newspaper clippings, or historical information? Have you wasted time searching the Internet for the latest government or business information? Do you have problems knowing where to look for the information you need for your job? The "Ask a Librarian" service may be just what you need.

Ask a Librarian is an online reference and research service designed to help state employees find the information they need to do their jobs. Questions, big and small, can be submitted to the professional staff of the State Library who will get you the answer you need – usually within 24 hours.

Ask a Librarian is easy to use. Just fill out and submit the State Agency Employees Request Form at <http://www.kdla.ky.gov/research/asklib.htm>. (Note: This link will open a new browser window and leave this site.) You will receive a response via email, fax, phone, messenger or regular mail.

The staff of the State Library is trained to track down quality information quickly and efficiently. They have access to a myriad of resources including a wide variety of electronic databases, and they know how to use them. In the course of their everyday work, the people of the State Library are constantly discovering new and valuable information sources.

Use the Ask a Librarian reference service the next time you have an information need. You will be glad you did.

More information

For information on this and other services of the State Library, visit our Web site at <http://www.kdla.ky.gov>, or call the Reference Desk at 502-564-8300, ext. 342, or 800-928-7000, ext. 342.

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GSC to redesign Certificate of Management Fundamentals Program

By Paige Sexton, Governmental Services Center (GSC)

The Kentucky Society of Certified Public Managers is a professional association made up of professionals dedicated to providing the best management services possible for state employees. Included in the KSCPM Canons of Professional Responsibility is this: "I occupy a position of public trust; to remain worthy of that trust, I will continue to study principles of public management, and to improve my skills for the benefit of both the people that I supervise and the people of the state who are my employers."

At GSC, we share that dedication, and our goal is to provide our Certified Public Manager graduates with the most current leadership and management theory and practice available. As we prepare Kentucky's current and future managers for the complex challenges they face in the 21st century, our goal is to offer a program that is sensitive to the needs of our customers. Toward that end, the Kentucky Certified Public Managers program is undergoing a curriculum re-design and update process which will offer Kentucky public managers one of the premier Certified Public Manager programs available.

Under the leadership of acting Executive Director Jeanne Olivas, the consulting group and the organizational support group have been involved in a collaborative effort to improve the program. This effort has been comprised of researching current management theory and thinking, redesigning and updating curriculum, writing new material, incorporating methods of learning that reflect adult learning theory, and monitoring administrative and scheduling issues.

The first part of the program, the Certificate of Management Fundamentals (CMF) has been the beginning focus of our program redesign. Several exciting changes are underway. We are going to be looking at the whole arena of professional relationships and offering a holistic view of elements necessary to create and nurture effective work relationships, and to set difficult ones on a new course. As society becomes more complex, so does effective communication, and our Communication workshop reflects these changes and offers an excellent opportunity to use new knowledge "back on the job." Our enhanced curriculum will include more emphasis on critical thinking, utilizing tools to help collect, organize, and analyze information. To uncover the root problem of a situation is to discover the real problem, and we'll examine the process for doing this. Finally, we are updating the foundations of leadership, which will be reflected throughout the CMF program.

Even as changes are made to the CMF, ideas are already formulating as to improvements which we would like to incorporate in the CPM program, such as focusing on the importance of resiliency in times of change. We also are pleased to offer change agents the tools they need to manage organizational change from the time the change is announced through the final implementation.

Changes in curriculum, scheduling, and workshop presentation are all underway, and pilot rollouts are expected to begin in earnest in July, with the first pilot being offered at the end of March. Our program participants have been an integral part of the redesign process, including utilizing workshop feedback in changes, and as pilot participants. So don't be surprised if you are invited to attend a pilot of a new CMF workshop in the near future!

Also look for new scheduling to accommodate program participants, open enrollment participants, and training outside of Frankfort to assist agencies with travel costs.

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Consider new strategic plans in light of reorganization

By Doug Wylie, Governmental Services Program (GSC)

The Governmental Services Center, GSC, is perhaps best known in state government as the place where employees take classes to enhance their career development, or as part of the Certified Public Managers Program. However, GSC plays a much larger enterprise-wide role in consulting and facilitating the strategic planning process throughout state government.

During the past administration, strategic planning was mandated for cabinets and optional for agencies within those cabinets. A Kentucky Strategic Planning model was developed and used exclusively by GSC.

With a change in administrations, we now have the opportunity to re-examine the strategic issues and priorities previously identified by individual planning and core teams throughout state government. While it's certainly a good idea to "tweak" these plans from time to time, it's especially important now that we have agencies merged within new cabinets.

A close examination of these plans will most likely reveal the goals and objectives remain valid, but need to be merged to reflect the mission of the reorganized cabinet. This could be accomplished by reforming the original teams, along with new staff, to re-validate and merge each component of the existing plans. This is a task that GSC can assist cabinets or agencies with, by acting as an external consultant or facilitator with experience in this process.

For those of you familiar with the strategic planning process, you know the importance of determining the vision, mission, goals, objectives and strategies for your cabinet or agency and aligning those with the enterprise wide initiatives and goals of the administration. GSC takes this process to the point of having agencies develop action plans for each strategy, showing how they will be accomplished and by who and when. After all, if a plan is not implemented, what's it really worth?

Just when you think a plan is complete, there is one more often overlooked step. It's at this point that we help develop performance measures that allow a cabinet or agency to track progress throughout the typical four-year planning cycle. This makes the plan a "living" document that allows for constant monitoring and tweaking to meet the challenges and changing circumstances that are sometimes unknown when the original document is written, i.e. budgets, homeland security, natural disasters, etc.

We at GSC believe now is a good time to review your current plans and consider what changes might be needed. The task may seem a bit overwhelming at first glance, but we're here to help you each step of the way.

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GSC helps agencies cope with change; better serve Kentucky's citizens

By Acting Director Jeanne Olivas, Governmental Services Center (GSC)

“Progress is impossible without change, and those who cannot change their minds cannot change anything.” -George Bernard Shaw

Change – it’s a word those who work for state government are well versed in. In recent months, we have all ridden the inevitable swells that change ushers in, the ebb and flow of energy and excitement as we face new challenges and opportunities. Since being named acting executive director of the Governmental Services Center I have felt the forces of change more acutely than ever. It is a palpable thing, which seems to have a life of its own. I relate strongly to George Bernard Shaw’s thoughts on change, because the opportunity for progress is ever present if we embrace that opportunity for shifts in thinking and shifts in action.

In my work as acting executive director of GSC, I reflect often on an observation made by Henry David Thoreau, “All change is a miracle to contemplate, but it is a miracle which is taking place every instant.” That is exciting because we learn from what we do, and within each day are unlimited situations through which to gain new experience and insight. And I do feel that I am experiencing them every instant!

Intro to GSC services

As my work with GSC continues to enrich my own professional growth, I would like to take a moment to highlight some of the ways that GSC seeks to assist state agencies as they strive to serve their customers, the citizens of the Commonwealth. For those who are new to state government, I am honored to introduce you to our services which are offered as we partner with agencies to assist them in reaching their goals for quality and service.

A cornerstone of GSC is the Kentucky Certified Public Managers Program. Through the KCPM program, graduates prepare for the challenges they face as government managers. However, in any solid structure, a cornerstone alone would be nothing but...a cornerstone. The KCPM program is a valuable and important foundation in the structure of GSC, upon which other valuable services are blended to provide a comprehensive system of support for state agencies. Organizational Development services include strategic planning and process improvement. GSC is currently working with the Kentucky Board of Medical Licensure on a process improvement project. GSC recently collaborated with the Kentucky Department of Education's Office of Special Instructional Services by providing facilitators for a series of statewide stakeholder meetings.

GSC is particularly adept in dialogue with agencies to assist them in identifying necessary interventions. Through these consultations, we work with administrators to craft a plan which will meet the specific needs identified, whether the appropriate intervention be facilitation services, specialized training for employees, etc. If a specific training is identified as a need, GSC also provides this service. Kentucky Retirement System and the Department of Labor have recently taken advantage of contracted training in order to meet their agency goals.

I am proud of all of the services that GSC has to offer, and we are looking forward to continuing the partnerships that we have formed, and look forward to forming new partnerships as agencies broaden their understanding of the many ways in which GSC can be of service.

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Kentucky bookmobile program celebrates 50 years

Submitted by Barbara Penegor, Kentucky Department of Libraries and Archives, Talking Book Library

How many bookmobiles does it take to make a parade? On Feb. 11, the Kentucky Public Library Association, with assistance from the Department for Libraries and Archives, KDLA, staged “Bookmobile Day” to celebrate the 50th anniversary of Kentucky’s bookmobile program.

The morning began with a display of eight parked vehicles, including Kenton County’s “Racing to Read” bookmobile and Grayson County’s “Cybermobile”, which boasts Internet access. First Lady Glenna Fletcher visited the vehicles with Mardi Montgomery, deputy secretary of Education.

At noon a caravan of 62 bookmobiles, with police escort, paraded to the capitol. There were enough bookmobiles from across the state to completely circle the capitol, and they created an impressive sight. Most of the bookmobiles were the traditional blue and white converted step vans provided by KDLA, but the parade also included a variety of more colorful vehicles, ranging from a small hatchback to station wagons and vans, to converted buses. Many of the vehicles sported colorful decorations, including banners, flags, and “50” written with balloons or lights. One legislator hitched a ride on his county’s van, before joining other legislators in honoring the bookmobile program.

The afternoon ended when the bookmobile librarians were recognized on the floor of the House and given citations. Mrs. Helen Rayburn, age 95, received special recognition as the oldest bookmobile librarian in Kentucky. The Senate also recognized the state’s bookmobile program for “its excellence in providing service and its impressive success and longevity.”

The purpose of Bookmobile and Outreach services is to provide library services and resources to all Kentuckians, especially those who are unable to travel to the library because of age, disability, poverty or lack of transportation. The program dates back to 1887, when a local literary club from Louisville started the Traveling Book Project. From 1934-1943, rural residents of Eastern Kentucky were served by Packhorse Librarians, who traveled 50-80 miles a week on horseback to provide reading materials to those who did not have access to them. At its peak, 30 traveling libraries served more than 10,000 Kentuckians.

The modern Bookmobile program began on Sept. 16, 1954, in a display similar to the 50th anniversary parade. A mile of bookmobiles circled the old State Fairgrounds in Louisville, and 100 vehicles were presented to recipient counties by the Friends of Kentucky Libraries. Kentucky still maintains a fleet of more than 100 bookmobiles and outreach vehicles; the vehicles are the most efficient and least expensive way to provide library services to those who otherwise would not be able to access them.

While 70 bookmobiles make quite an impressive display, it only takes one to make an impact on someone’s life.

(Note: A parade photo is on the full page.)

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Vendor trained by Department for Blind selected for new KYTC building

Submitted by Kim Saylor Brannock, Education Cabinet

Kentucky Business Enterprises (KBE), a division of the Kentucky Department for the Blind (DFB), held a ribbon cutting ceremony recently for its snack bar and vending facility in the new Transportation Cabinet Office Building in Frankfort. Ray Katon, a blind vendor who has been trained and licensed by KBE, will run the vending operation for the building.

Education Cabinet Secretary Virginia G. Fox, who helped cut the ribbon for the new business, congratulated Katon on the new venture. “It’s an honor to be here to celebrate the grand opening of the this new business. Kentucky Business Enterprises provides wonderful opportunities to our Department for the Blind clients to have rewarding careers. Our vendors are dedicated to customer service and I am sure this new business will meet their high standards.”

KBE Director Stephen Johnson said, “This is without a doubt the nicest KBE food service facility in the state and I know Ray will provide a great service to the Transportation Cabinet.”

KBE develops vending and food service opportunities for blind business people under the authority of the federal Randolph-Sheppard Act. The federal act gives priority to blind vendors to operate food service and vending contracts on federal property so that blind people can become economically self sufficient. Food service for the Transportation Cabinet Office Building includes a snack bar on the first floor and vending kiosks on the east and west ends of floors two through six. The building is designed to hold 1,400 employees.

Katon, who has 32 years of service as a KBE facility manager, said he is grateful to the Department for the Blind and the Randolph-Sheppard Act for the opportunity to run a business. “This is by far the nicest facility I’ve ever managed and it’s exciting,” he said.

More information

DFB, an agency in the Education Cabinet, has vending operations across Kentucky in public and private locations including rest stops, federal prisons and state government buildings.

DFB assists thousands of Kentuckians with visual disabilities in keeping their jobs or finding new jobs. For more information about DFB services, call toll-free, 1-877-592-5463, or visit <http://blind.ky.gov>. (Note: This link opens a new browser window and leaves Communiqué.)

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Traffic School enrollment made easy on the Web

Submitted by Gail Tucker, Kentucky Transportation Cabinet

The bad news is you need to go to traffic school ... but the good news is, if the court orders you to go, it is now easier to enroll.

On Feb. 16, the Division of Driver Licensing launched a new service allowing drivers to enroll or reschedule state traffic school over the Internet once they receive a letter from the division regarding their enrollment.

Prior to the availability of this convenient service, drivers had to get a money order or certified check (which usually carries a fee) and then mail it back to Frankfort. Once the class enrollment and fee was received, a series of manual processes followed to actually get the driver information, school location and fee information entered on the driving record.

With the new system, drivers actually enroll themselves and pay their fee with a debit or credit card. The necessary information is posted directly onto their driving record, without employees being involved. A receipt can be printed immediately and then the actual class date will be mailed to the driver within a few weeks. If it becomes necessary to reschedule a class, that can be done through the Web site as well. The traffic school Web site is located off the DDL home page at <http://sts.ky.gov>. (Note: This link opens a new browser window and leaves Communiqué.)

About 100,000 people go to traffic school each year and DDL officials hope that about 30 per cent of the attendees will begin using the service by the end of this year.

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Digitize now! KDLA expands scanning and file conversion services

Submitted by Barbara Teague, Kentucky Department of Libraries and Archives (KDLA)

In the past year, the Kentucky Department for Libraries and Archives (KDLA) has greatly expanded its capacity to convert government records through its Document Management Digitization System (DMDS). KDLA's new range of services (converting paper records to a digital file, converting a digital file to microfilm, and converting microfilm to a digital file) provide economical options for state and local government agencies to more efficiently manage and preserve their records.

Thanks to a capital appropriation from the General Assembly in 2000, KDLA worked with consultants to develop the DMDS design and subsequently purchase equipment and software to provide this service. The new format conversion services draw on KDLA's experience over several decades in protecting and preserving government records through its extensive, archival quality microfilming operations. Since 1958, KDLA has been explicitly directed by Kentucky statute to serve as the state's centralized services facility for micrographics services. The expanded imaging services recognize and build directly on KDLA's lengthy experience with creating a product which accurately reproduces the original and is easily accessible. KDLA conducts quality assurance so that the copy is correct, while still providing services at an economical rate.

The service has shown that by increasing low cost, quality conversion services available to state and local agencies on a fee-for-service basis, KDLA is improving management of records and recovering the cost of maintaining the conversion operation. The service has increased paper scanning from 30,000 images per month to over 200,000 per month over the past year. The paper scanned includes wide format and bound book materials. In addition, DMDS can scan from microfilm (all formats) and produce 16mm microfilm from scanned images.

Agencies Use New Services in a Variety of Ways

Among the dozen or more active conversion projects that use the service, examples from the Department of Insurance's Property and Casualty Division, the Transportation Cabinet's Division of Bridge Design, and the Office of the County Clerk in Kenton County provide an interesting perspective on possible approaches. In an effort to improve access capabilities for Insurance, KDLA is now providing it with both electronic and microfilm copies of the records produced each month. The microfilm satisfies preservation requirements, and the scanned documents, which are converted into Acrobat PDF readable files, provide Insurance with a low cost and simple means of retrieving records by filing number.

Transportation requested that KDLA create additional electronic image copies of plans that KDLA has been microfilming for over ten years. Using a newly acquired film scanner that permits scanning of microfilm, microfiche, and aperture cards, KDLA is creating high quality images that are imported and indexed directly into Transportation's own Filenet system via a password protected Internet connection. Taking advantage of a common use of the Filenet software by both agencies, the process provides an efficient way to create, index and transfer images that Transportation can distribute more widely than it could with paper and microfilm images.

The County Clerk of Kenton County, among several other agencies, uses the Internet to transfer images to KDLA for creation of microfilm as a backup for local records imaging projects. This procedure insures preservation of an eye-readable copy of the archival record at a cost that is comparable to creation of microfilm from paper. For projects such as this, imaged records are accumulated until KDLA staff has sufficient images to produce a whole roll of microfilm.

Managing Archival Records in the 21st Century: New Possibilities

KDLA's new digital services facility, named the Thomas D. Clark Center for Digital Imaging last July, is an integral part of the department's plan for managing archival records in the 21st century. The services offered by the Clark Center complement the continuing need to store some records in original paper form. Digitization assists in KDLA's plan to develop an Electronic Records Archives for managing and maintaining a portion of the increasing quantity of electronic records of continuing value. To facilitate research, staff is already planning to acquire other archival data that was created in electronic formats, as well as to convert high use records in the State Archives to digital format. Many of these records will be made available to the public for research via the Web, and a preservation copy will be stored in microfilm format.

To accomplish all this, KDLA is developing partnerships with other organizations interested in making historical records available to the public, including other public agencies, institutions of postsecondary education, and other parties with an interest in the preservation and dissemination of the historical record. These kinds of alliances will be essential if the Commonwealth is to ensure survival of the records of this generation.

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Dislocated workers receive help from Education Cabinet

Submitted by Kitty McAllister, Education Cabinet

Laid-off workers in Louisville will have a chance for more education and training assistance as they make plans to re-enter the workforce. This help for dislocated workers came in the form of \$250,000 from Education Cabinet Secretary Virginia G. Fox.

On March 4, Fox awarded the money to the Greater Louisville Workforce Investment Area's KentuckianaWorks and the Louisville Metro Government to help laid-off workers with re-employment. Fox presented the check to Mayor Jerry Abramson, Metro Council President Kelly Downard and KentuckianaWorks Executive Director Michael Gritton during a news conference held at a KentuckianaWorks One-Stop Career Center, located at the Department for Employment Services at 6th and Cedar.

The federal Workforce Investment Act Rapid Response Additional Assistance funds are provided by the Kentucky Department for Training and ReEmployment, an agency in the Education Cabinet. The funds will be used in Louisville's KentuckianaWorks One-Stop Career Centers to provide services such as job search assistance, career counseling, resume building, basic skills training and occupational skills training.

"We are glad to work with KentuckianaWorks and the Louisville Metro Government to provide support for the workers in the Louisville area to help them re-enter the workforce," Secretary Fox said. "Losing a job is a traumatic experience for the individual. In many cases, an employee has worked for a company for many years and was expecting to retire from that company, not be searching for a new job. We want to do all we can to make this transition easier for them. This funding helps us do just that."

"With the announcement by Secretary Fox of \$250,000 in additional assistance, we will be able to help more people get the training and tools they need to be more competitive for jobs in what is an increasingly competitive economy," Abramson said. "The bottom line is that the more skilled and educated we are the more likely we are to survive the dips in our economic roller coaster and thrive when the national economy is on the rise."

Program staff and customers of the Dislocated Worker Program were on hand to discuss services and opportunities available to laid-off workers needing assistance and to employers facing layoffs.

"I was devastated when I was laid off from Frito-Lay and I didn't know what to do," said Kim Brashear, a participant in the Dislocated Worker Program. "At the One-stop Career Center, I went through a career assessment and I was able to research my field of interest in careers. Now I am starting as an entry-level dental assistant-in-training. Hopefully in the future I will have a career as a dental assistant. I am looking forward to that."

More information

The Kentucky Department for Training and ReEmployment (DTR), an agency in the Education Cabinet, administers employment and training programs funded by the Workforce Investment Act (WIA) of the U.S. Department of Labor. DTR is awarding these federal WIA Rapid Response Additional Assistance funds to KentuckianaWorks. Workers affected by plant closures and mass layoffs are assisted through local One-Stop Career Centers. For more information about DTR and One-Stop Career Centers across Kentucky, call 502-564-5360, or visit dtr.ky.gov. (Note: This link opens a new

browser window and leaves this site.)

For more information about layoff assistance through a KentuckianaWorks One-Stop Career Center in the Louisville area, call 502-574-4780, or visit www.kentuckianaworks.org. (Note: This link opens a new browser window and leaves this site.) KentuckianaWorks, Greater Louisville's Workforce Investment Board, is the community's coordinating body for workforce development activities in the Greater Louisville region.

(Note: A photo of the check presentation is on the full page.)

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NKU, tech ed agency accord lets secondary students receive college credit

Submitted by Mary Ann Scott, Education Cabinet

An agreement between Northern Kentucky University (NKU) and the state's Department for Technical Education (DTE) will allow students who graduate from DTE's Kentucky Tech secondary schools to receive college credit for certain secondary studies.

Under the accord with NKU's College of Professional Studies, a graduate from any of the 53 Kentucky Tech schools, commonly known as area technology centers (ATCs), can receive college credit if they attain Kentucky Tech certification in certain programs while at an ATC. (Certification allows students to enter NKU and take higher-level classes, as well.) Students also must complete 15 semester hours in either NKU's construction technology associate program or construction management baccalaureate program and have a 2.25 grade-point average for the 15 hours before receiving credit for their ATC studies.

Education Cabinet Secretary Virginia G. Fox lauded the efforts of DTE and NKU, which is the first state university to enter into such an agreement with DTE.

"This partnership is a prime example of how Kentucky is staying on track to promote higher education," said Fox. "Kentucky Tech students have amazing opportunities ahead of them. This type of arrangement makes these opportunities more attainable by encouraging students to further their education. It serves to galvanize other partnerships that benefit students, higher education and, ultimately, the state's economy."

J. Patrick Moynahan, dean of NKU's College of Professional Studies, said the accord better prepares students for college.

"This agreement encourages alignment of tech prep programs with higher-level technical and core academic curricula that prepares students for college," said Moynahan. "It raises the educational bar for all of us ... this collaborative effort will effectively equip Kentucky students with the occupational competencies and knowledge base critical to a successful career in the new economy."

DTE Commissioner Emil Jezik said his department is working with other state-run universities to develop similar articulation agreements, an important piece of the overall picture. "This is what it's all about - helping students to successfully continue into postsecondary education," said Jezik.

DTE administers 53 area technology centers that offer students hands-on training in the business, graphics, construction, manufacturing, automotive and information technology fields and health and human services.

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Office for Technology: New employee recognition program begins

Submitted by Scot Render, Finance and Administration Cabinet, Office for Technology

An innovative new employee recognition program is being implemented by the Finance and Administration Cabinet's Office for Technology, formerly GOT (Governor's Office for Technology).

The program's goals are to improve morale and motivate employees by letting them know they are noticed, appreciated and recognized for their hard work and dedication. There are several components within the program, including a monthly employee recognition, on-the-spot recognition of outstanding job performance, and employee of the year and manager of the year awards.

The monthly employee recognition program will recognize two employees each month and was effective March 1. Managers selected the first two employees to be recognized, but for the rest of the year, the two employees selected each month will each select a recipient for the following month. All award winners will be recognized at the agency's annual picnic.

On The Spot Recognition Awards allows managers and supervisors to recognize their employees in a timely manner and reward them as soon as the accomplishment occurs; be creative; be specific and let them know why they are being acknowledged; be sincere and consistent; and decide what type of recognition fits the person. There are many no-cost or low cost ideas that we can begin doing right away.

All Office for Technology employees will have an opportunity to submit names to the Employee Recognition Committee for Employee of the Year and Manager of the Year. The committee will make the final selection for those awards.

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Travel: Wildflower Watch begins April 7

This Spring the Kentucky Department of Travel will issue Wildflower Watch, an annual program providing information on upcoming spring attractions and the spring rebirth across the state. The annual program, now in its fifth season, is carried on with the support of Travel's sister agency, the Kentucky State Park System. Weekly reports will begin April 7 and continue for six weeks.

The reports will be posted online at <http://www.kentuckytourism.com>. (Note: This link opens a new browser window and leaves this site.) You may also be included on the recipient listing for weekly reports by contacting Marge Bateman at 502-564-4930 or marge.bateman@ky.gov.

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State Parks: Resort park gift shops to feature Kentucky vendors

Commerce Secretary W. James Host announced a new policy on Jan. 20 that will result in more Kentucky-made items being sold in Kentucky state park gift shops.

“We need to support our own businesses,” Host said. “This new policy will ensure that our gift shops are showcases for items made right here in the Commonwealth.”

Host said the cabinet will draw on the expertise of the staff of the new Kentucky Artisan Center at Berea to seek out in-state vendors. The center, like the Department of Parks, is a part of the newly created Commerce Cabinet.

The department will first locate any Kentucky vendors before buying any items for the gift shops. Only after ensuring that a product is not available from a Kentucky firm will the department stock a popular item made elsewhere.

The Department of Parks operates 34 gift shops in all, including one at each of 17 resort state resort parks. The Kentucky State Park System is composed of 51 state parks plus an interstate park shared with Virginia. Each year, Kentucky's parks draw 7 million visitors and contribute \$230 million to the economy.

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Calendar

[April](#) | [May](#) | [June](#) | [State Holidays for 2004](#)

April

April is Fair Housing Month

Workshops are scheduled throughout the month by the Kentucky Commission on Human Rights (See [humanrights.htm.](#))

April 4-10

National Work Zone Awareness Week (See [workzone.htm.](#))

April 9

Good Friday (half-day state holiday)

April 10-11

Easter egg hunts; special Easter buffets, Kentucky Department of Parks

For more information, contact your favorite Kentucky State Resort Park.

April 11

Easter

April 17-May 2

Kentucky Derby Festival, Louisville

April 17-August 28

The Softer Side of Hard Times: Depression-era Quilts from Kentucky, Kentucky History Center, Frankfort

Although made during one of the most uncertain times in American history, Kentucky's Depression-era quilts secured the state's role in the national quilt revival of the 1930s. They embodied the important role women played in holding families together. Approximately 30 quilts are in this exhibit. For more information on this and other exhibits and events at the History Center, call 502-564-1792, or go to http://history.ky.gov/Museums/Changing_Exhibits.htm. (Note: This link opens

in a new browser window and leaves Communiqué.)

April 18-24

National Library Week (See libraryweek.htm.)

April 21-Sept. 7

The Equine Form photography exhibit, Kentucky Horse Park, Lexington (See horsepark.htm.)

April 22

Earth Day (See recycling.htm.)

April 22-25

Rolex KY Three Day Event, Kentucky Horse Park, Lexington

The only four-star level equestrian competition in America, this is where the U.S. Olympic Equestrian Team will be chosen for Athens 2004. For more information, call 859-233-2362 or visit www.rk3de.org. (Note: This link opens in a new browser window and leaves Communiqué.)

April 23-25

Camper's Appreciation Weekend, Kentucky State Park Campgrounds.

Camp two nights for the price of one at your favorite Kentucky State Parks campground. Join in the planned activities and entertainment.

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May

Weekend of May 1

American Morgan Horse exhibit opens, Kentucky Horse Park (See horsepark.htm.)

May 9

Mother's Day

May 13

IPMA-Kentucky Chapter (International Personnel Management Association) Workshop, Plaza Hotel, Frankfort

The one-Day Workshop, beginning at 7:45 a.m. for registration, features guest speakers Commissioner Bob Ramsey, Department of Personnel; Dr. Lyle Sussman, professor, University of Louisville, and Philip Fredrich. Gov. Ernie Fletcher has been invited to make opening remarks. \$15.00 for members and \$20.00 for non-members. Please contact your agency's personnel administrator for registration information.

May 28

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Submissions are due by noon on May 10.

May 31

Memorial Day (state holiday)

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June

June 11-Sept. 12

Racing Champions, Mustangs and A Cowboy's Life ... photography exhibit, Kentucky Horse Park, Lexington (See [horsepark.htm.](#))

June 14

Flag Day

June 20

Father's Day

June 21

Summer begins

Note: For more events across Kentucky, go to Tourism's Web site at [www.kentuckytourism.com](#), or the Kentucky Tourism Council's Web site at [www.tourky.com](#). (Note: These links open in a new browser window and leave Communiqué.)

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State Holidays 2004

Martin Luther King, Jr.'s Birthday: Jan. 19

Good Friday (half-day): April 9

Memorial Day: May 31

Independence Day: Monday, July 5

Labor Day: Sept. 6

Veterans Day: November 11

Thanksgiving day plus one extra day: Thursday, Nov. 25 and Friday, Nov. 26

Christmas day plus one extra day: Friday, Dec. 24 and Monday, Dec. 27

New Year's day plus one extra day: Friday, Dec. 31 and Monday, Jan. 3, 2005

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